

OFM Training

CAPITAL BUDGETING SYSTEM (CBS)*

USING THE CAPITAL BUDGETING SYSTEM (CBS)

* *CBS is a system that manages agency capital budget requests. It allows for the entering of budget line items through a Project format (Cost Estimates) and prepares final documents for your budget submittal, as well as allowing electronic transfer of project data to OFM. CBS also supports numerous budget scenarios through the use of versions.*

Class Description: A Six hour class covering the process for building a capital budget including how to construct a cost estimate.

Target Group: New Staff responsible for developing their agency's capital budget request – this is a full walkthrough for users not familiar with the Capital Budget Process or the system.

Class Objectives: At the conclusion of this class, participants should be able to use CBS to:

- Add an omnibus minor works project.
- Add a pre-design project.
- Add a single biennium major works project.
- Add a phased major works project.
- Move an existing project forward.
- Complete a Cost Estimate.
- Print or download project reports.
- Combine Cost Estimates with minor works projects.
- Lock projects and versions.
- Copy, merge, or delete versions.
- Print or download capital budget reports.